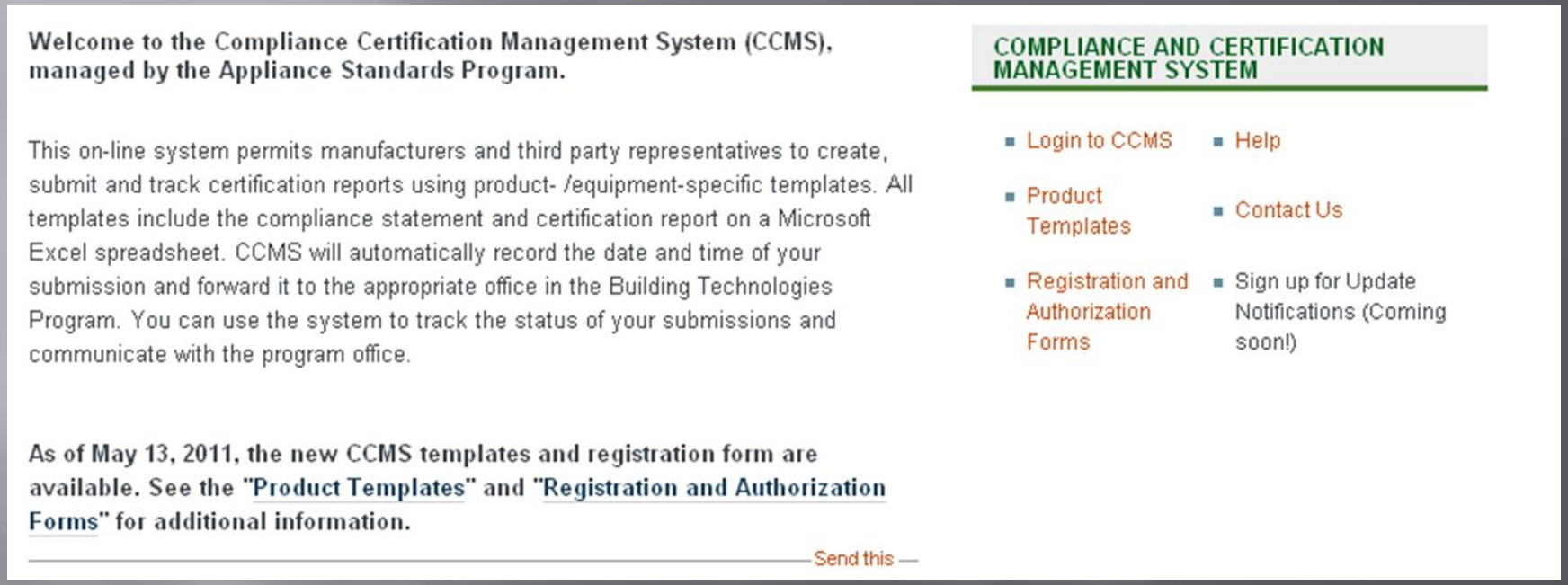
# COMPLIANCE AND CERTIFICATION MANAGEMENT SYSTEM (CCMS)

Step-by-Step Guide

# Welcome to CCMS

- Register for a user account via New User Registration
- Once registered, acquire a Username and Password from the CCMS Administrator – phone: +1-505-663-1302 , ext. 101
- If applicable, authorize any third party organization submitting on your behalf via the appropriate Authorization Form for Third-Party Representation
- Download the appropriate CCMS approved Certification Report template via the CCMS Website – Product Templates
- Once the report is completed and the overall status displays as **ok**, login to CCMS and upload the report via "New Submission"
- Report all existing and new models, discontinuations and corrections via CCMS

# Welcome to CCMS



**Welcome to the Compliance Certification Management System (CCMS), managed by the Appliance Standards Program.**

This on-line system permits manufacturers and third party representatives to create, submit and track certification reports using product- /equipment-specific templates. All templates include the compliance statement and certification report on a Microsoft Excel spreadsheet. CCMS will automatically record the date and time of your submission and forward it to the appropriate office in the Building Technologies Program. You can use the system to track the status of your submissions and communicate with the program office.

**As of May 13, 2011, the new CCMS templates and registration form are available. See the "Product Templates" and "Registration and Authorization Forms" for additional information.**

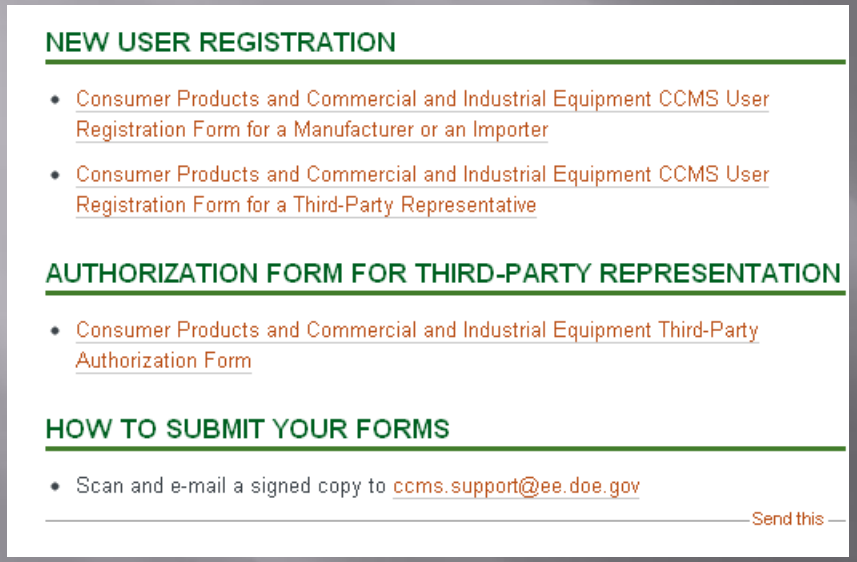
Send this —

**COMPLIANCE AND CERTIFICATION MANAGEMENT SYSTEM**

- Login to CCMS
- Help
- Product Templates
- Contact Us
- Registration and Authorization Forms
- Sign up for Update Notifications (Coming soon!)

All first-time users must first register then request login access to CCMS. Manufacturers and Third-party Representatives can select the appropriate form from Registration and Authorization Forms.

# New-User – Manufacturer Registration



**NEW USER REGISTRATION**

- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Manufacturer or an Importer
- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Third-Party Representative

**AUTHORIZATION FORM FOR THIRD-PARTY REPRESENTATION**

- Consumer Products and Commercial and Industrial Equipment Third-Party Authorization Form

**HOW TO SUBMIT YOUR FORMS**

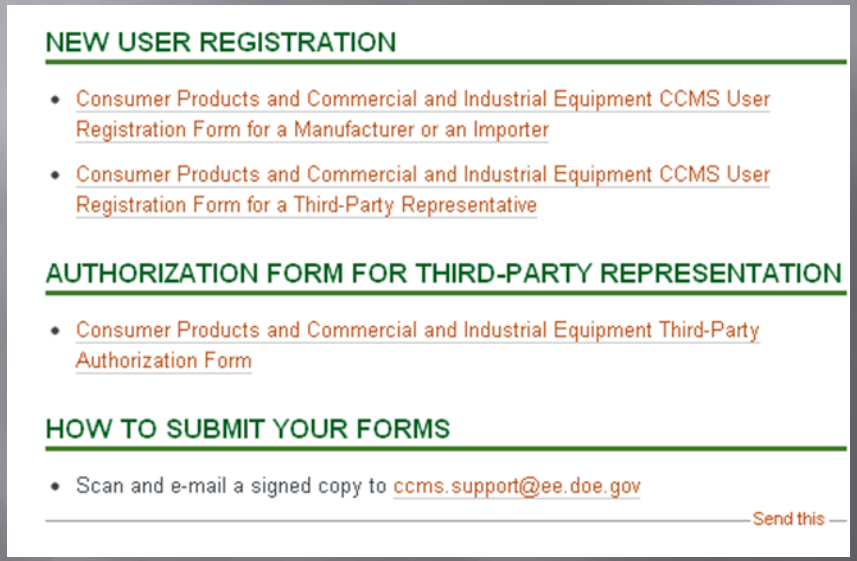
- Scan and e-mail a signed copy to ccms.support@ee.doe.gov

Send this

- Download and complete the appropriate form
- Submit the form to ccms.support@ee.doe.gov
- After you receive the email confirmation that your registration form has been accepted, you will acquire a Username and Password from the CCMS Administrator – Phone +1-505-663-1302, ext. 101

# Third-Party Representation Authorization

Manufacturers requesting authorization and CCMS access for third party representation must complete, sign and email the appropriate form.



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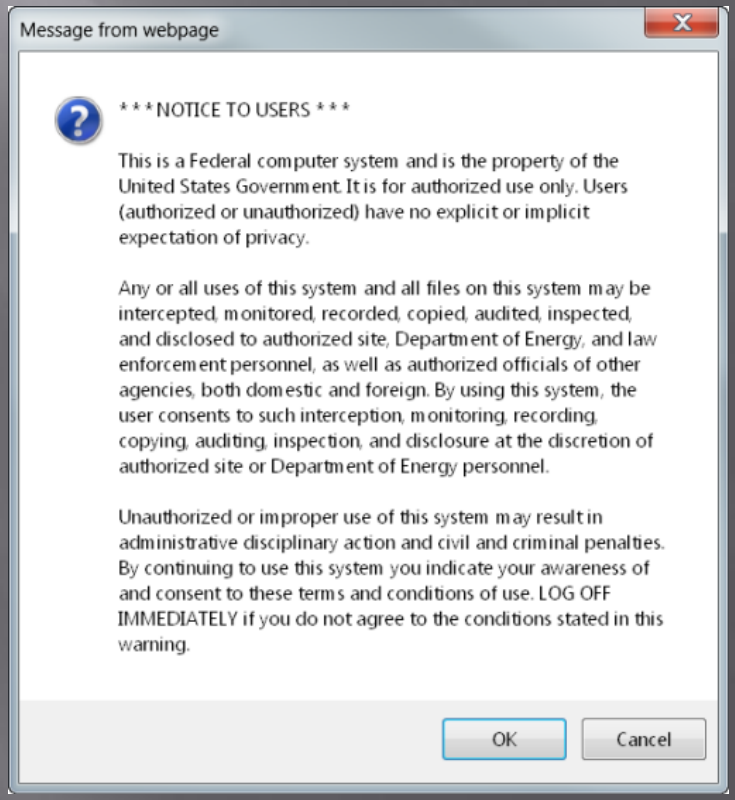
# Login to CCMS

- Once you have registered and acquired your Username and Password from the CCMS Administrator. You may **Login to CCMS**.

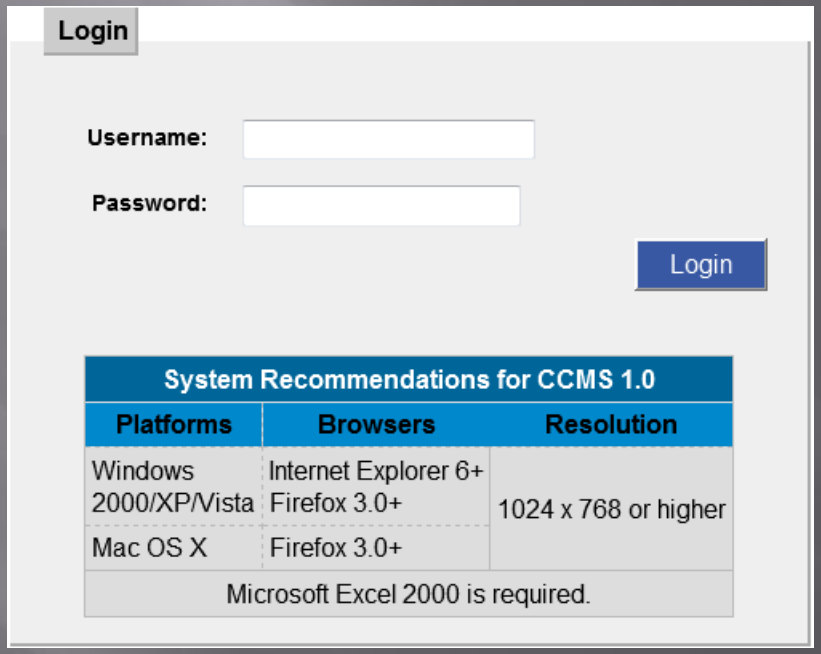
# Notice to Users

- Read the Department of Energy (DOE) notice
- Click **OK** if you agree to the conditions stated in the warning

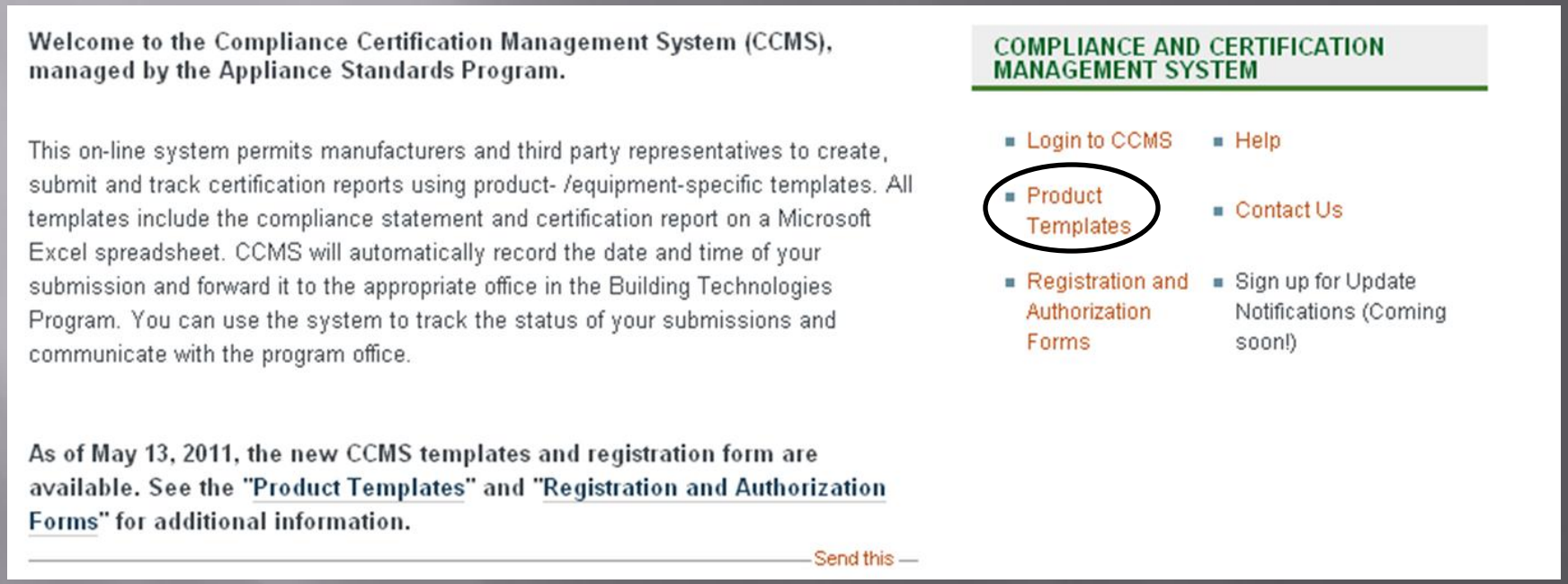


# Login

- Enter your Username and Password
- Login



# Download Templates




Click **Product Templates** to display a list of current templates available for download

# Download Templates

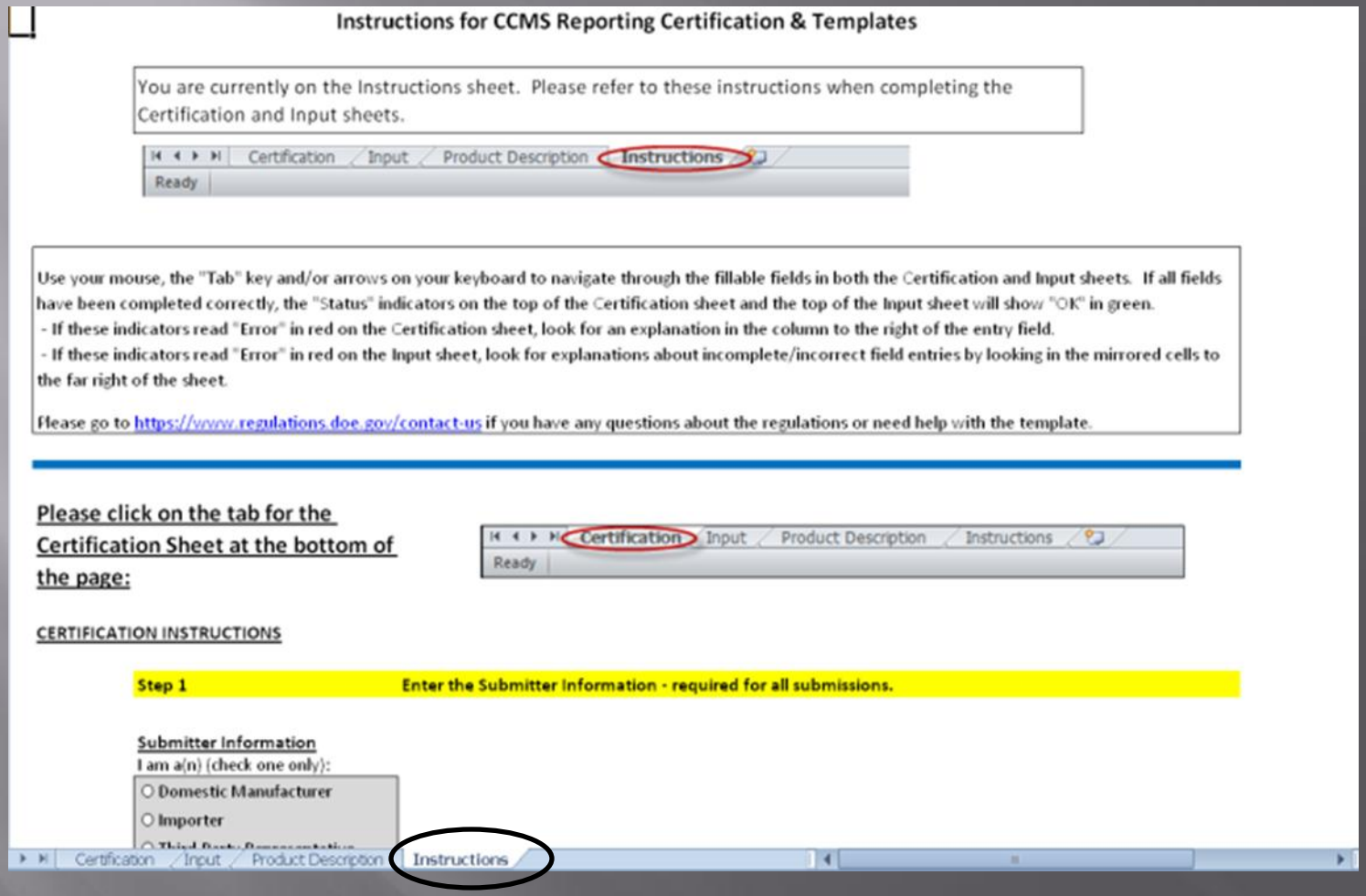
Manufacturers, including importers, must use the product-specific templates to certify compliance with the U.S. Department of Energy prior to distributing a basic model to commerce in the United States and annually thereafter. These templates should then be submitted electronically to the Department through the use of the Compliance Certification Management System.

*Note*: All of the information in the product-specific templates is a reflection of the certification and compliance information that is required to be submitted pursuant to Part 429. It is mandatory that you complete the compliance statement embedded in each product-template before uploading it to CCMS.

| Product-Specific Certification Regulations (10 CFR, linked to e-cfr) | CCMS Template Description and Current Version Number | Initial Certification Required By: | Annual Certification Required By (10 CFR 429.12(d))*: | Latest CCMS Template Revision Must be Used By**: |
|---|---|---|---|---|
| 429.14 | Residential Refrigerators, Refrigerator-Freezers and Freezers, v4.3 | Before Distribution in Commerce for New Basic Models | Aug. 1st | Jul 26, 2011 |
| 429.15 | Room Air Conditioners, v4.2 | Before Distribution in Commerce for New Basic Models | July 1st | May 13, 2011 |

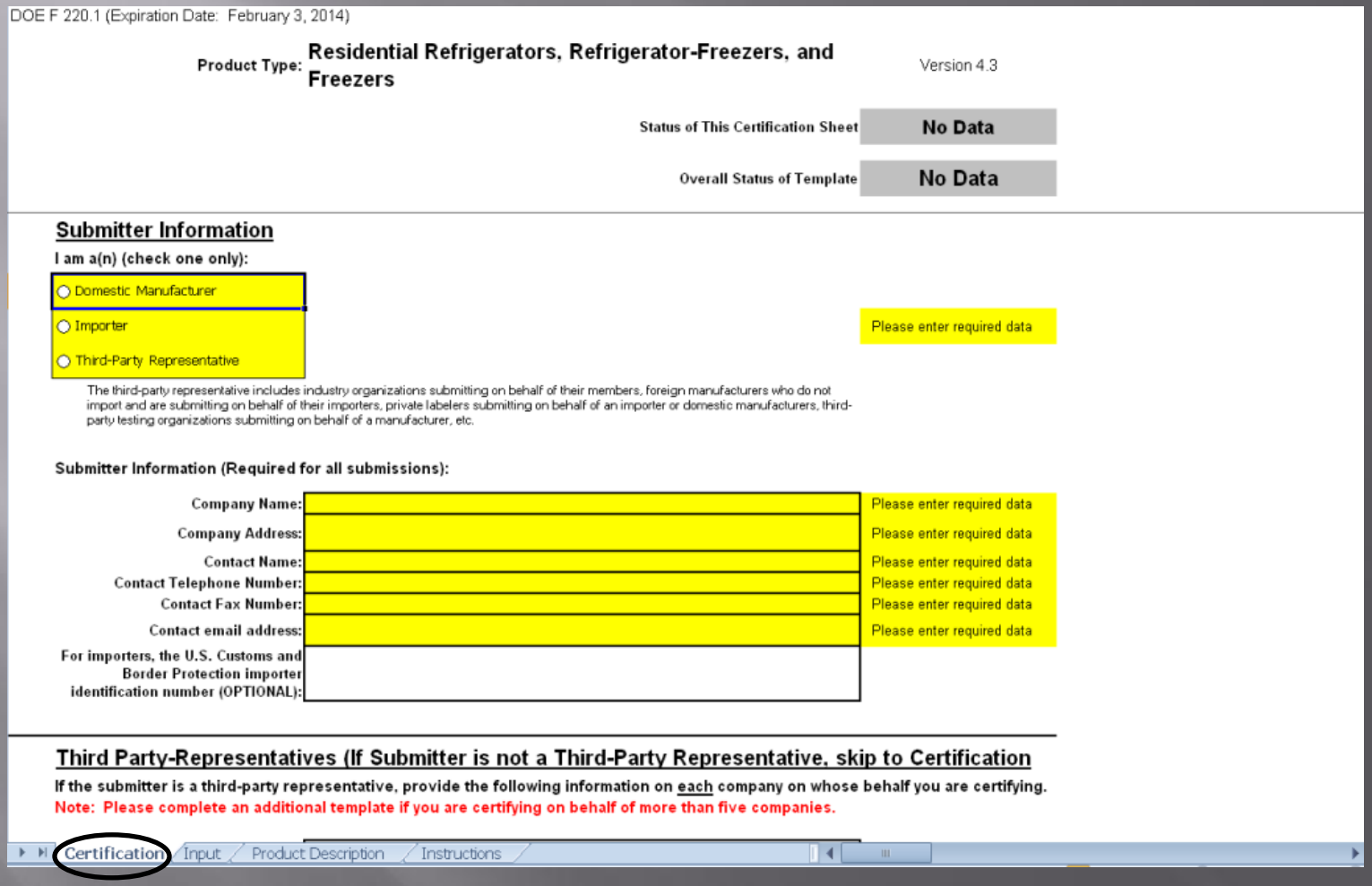
Choose and click on product type from the list
Click on the template link
Save the excel file to you preferred location on a local drive

# Template Instructions




Click on the **Instructions** tab to display basic template instructions

# Template



DOE F 220.1 (Expiration Date: February 3, 2014)

**Product Type:** **Residential Refrigerators, Refrigerator-Freezers, and Freezers** Version 4.3

**Status of This Certification Sheet** **No Data**

**Overall Status of Template** **No Data**

**Submitter Information**

**I am a(n) (check one only):**

- ○ Domestic Manufacturer
- ○ Importer
- ○ Third-Party Representative

Please enter required data

The third-party representative includes industry organizations submitting on behalf of their members, foreign manufacturers who do not import and are submitting on behalf of their importers, private labelers submitting on behalf of an importer or domestic manufacturers, third-party testing organizations submitting on behalf of a manufacturer, etc.

**Submitter Information (Required for all submissions):**

| | | |
|---|---|---|
| **Company Name:** | | Please enter required data |
| **Company Address:** | | Please enter required data |
| **Contact Name:** | | Please enter required data |
| **Contact Telephone Number:** | | Please enter required data |
| **Contact Fax Number:** | | Please enter required data |
| **Contact email address:** | | Please enter required data |
| **For importers, the U.S. Customs and Border Protection importer identification number (OPTIONAL):** | | |

**Third Party-Representatives (If Submitter is not a Third-Party Representative, skip to Certification**

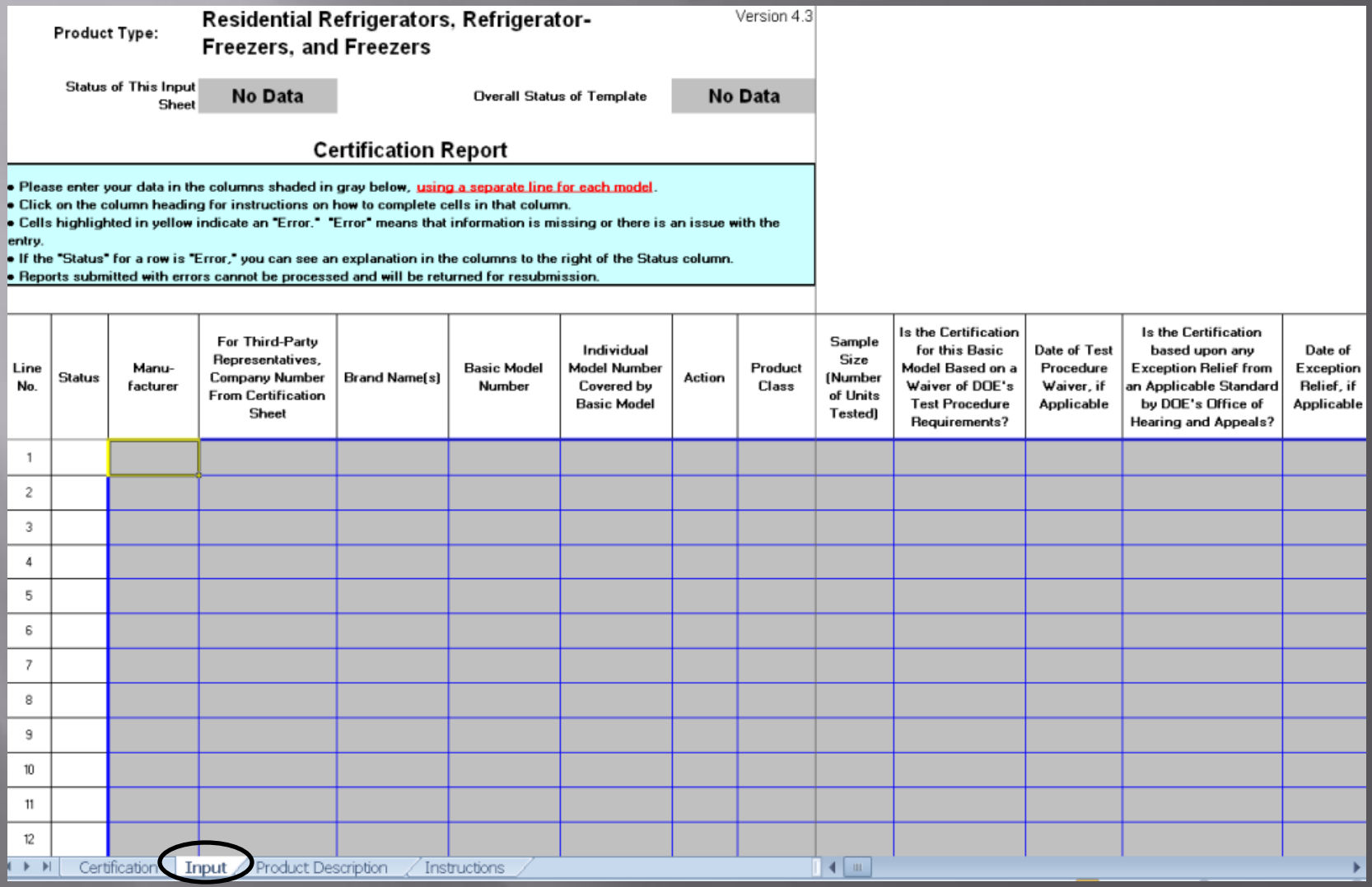
**If the submitter is a third-party representative, provide the following information on each company on whose behalf you are certifying.**

**Note: Please complete an additional template if you are certifying on behalf of more than five companies.**

Certification | Input | Product Description | Instructions

Complete all necessary information on the **Certification** tab

# Template



Product Type: Residential Refrigerators, Refrigerator-Freezers, and Freezers

Version 4.3

Status of This Input Sheet: No Data

Overall Status of Template: No Data

Certification Report

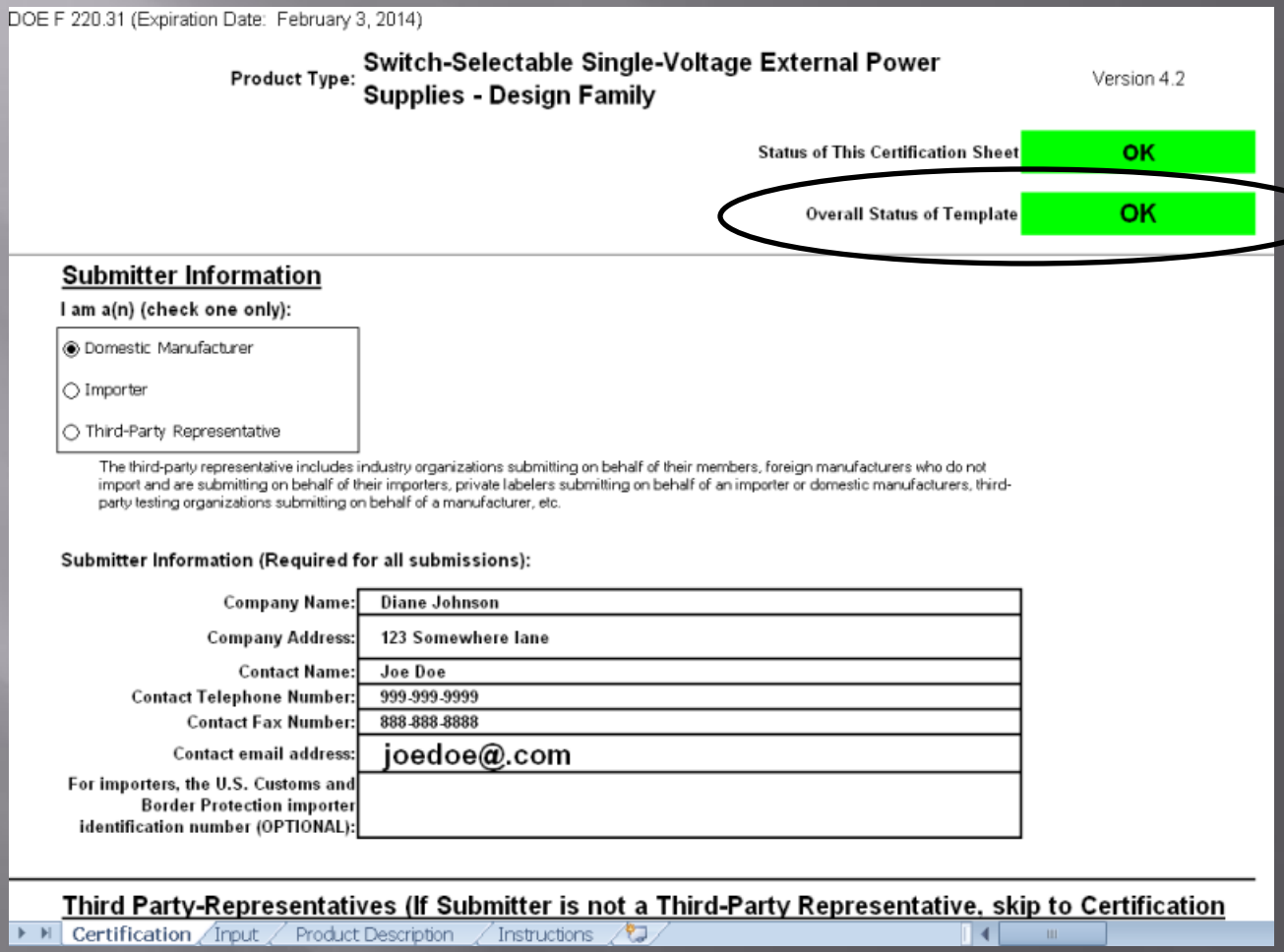
- Please enter your data in the columns shaded in gray below, using a separate line for each model.
- Click on the column heading for instructions on how to complete cells in that column.
- Cells highlighted in yellow indicate an "Error." "Error" means that information is missing or there is an issue with the entry.
- If the "Status" for a row is "Error," you can see an explanation in the columns to the right of the Status column.
- Reports submitted with errors cannot be processed and will be returned for resubmission.

| Line No. | Status | Manu-facturer | For Third-Party Representatives, Company Number From Certification Sheet | Brand Name(s) | Basic Model Number | Individual Model Number Covered by Basic Model | Action | Product Class | Sample Size (Number of Units Tested) | Is the Certification for this Basic Model Based on a Waiver of DOE's Test Procedure Requirements? | Date of Test Procedure Waiver, if Applicable | Is the Certification based upon any Exception Relief from an Applicable Standard by DOE's Office of Hearing and Appeals? | Date of Exception Relief, if Applicable |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |

Certification | Input | Product Description | Instructions

Insert product information by clicking the **Input** tab

# Template



DOE F 220.31 (Expiration Date: February 3, 2014)

**Product Type:** Switch-Selectable Single-Voltage External Power Supplies - Design Family

Version 4.2

**Status of This Certification Sheet:** OK

**Overall Status of Template:** OK

## Submitter Information

**I am a(n) (check one only):**

- (•) Domestic Manufacturer
- ( ) Importer
- ( ) Third-Party Representative

The third-party representative includes industry organizations submitting on behalf of their members, foreign manufacturers who do not import and are submitting on behalf of their importers, private labelers submitting on behalf of an importer or domestic manufacturers, third-party testing organizations submitting on behalf of a manufacturer, etc.

**Submitter Information (Required for all submissions):**

| | |
|---|---|
| **Company Name:** | Diane Johnson |
| **Company Address:** | 123 Somewhere lane |
| **Contact Name:** | Joe Doe |
| **Contact Telephone Number:** | 999-999-9999 |
| **Contact Fax Number:** | 888-888-8888 |
| **Contact email address:** | joedoe@.com |
| **For importers, the U.S. Customs and Border Protection importer identification number (OPTIONAL):** | |

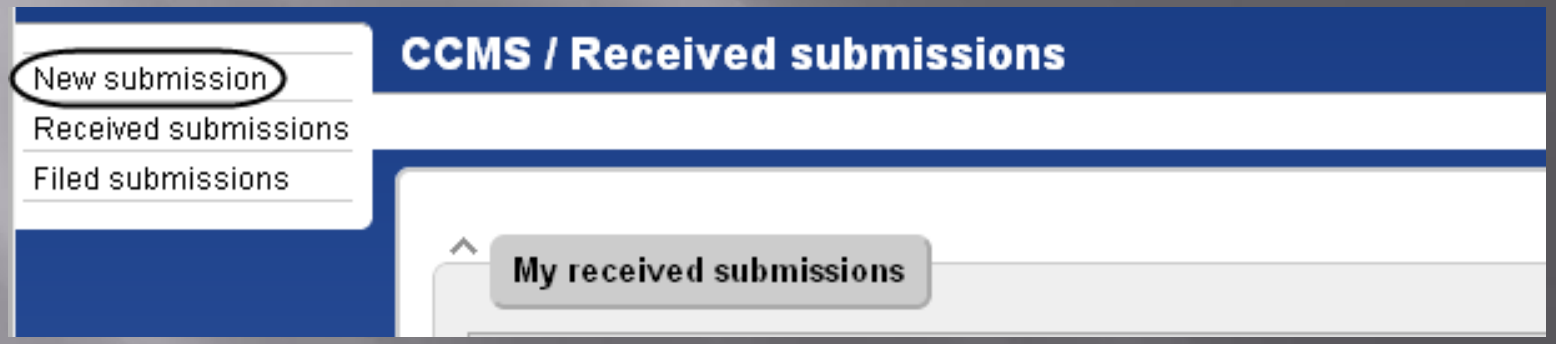
**Third Party-Representatives (If Submitter is not a Third-Party Representative, skip to Certification**

Certification | Input | Product Description | Instructions

Overall Status tells you if your form has been filled out correctly and completely
If all fields have been correctly completed, you are given an "OK" status light
**Save your file to a local drive** and prepare to upload the report to CCMS

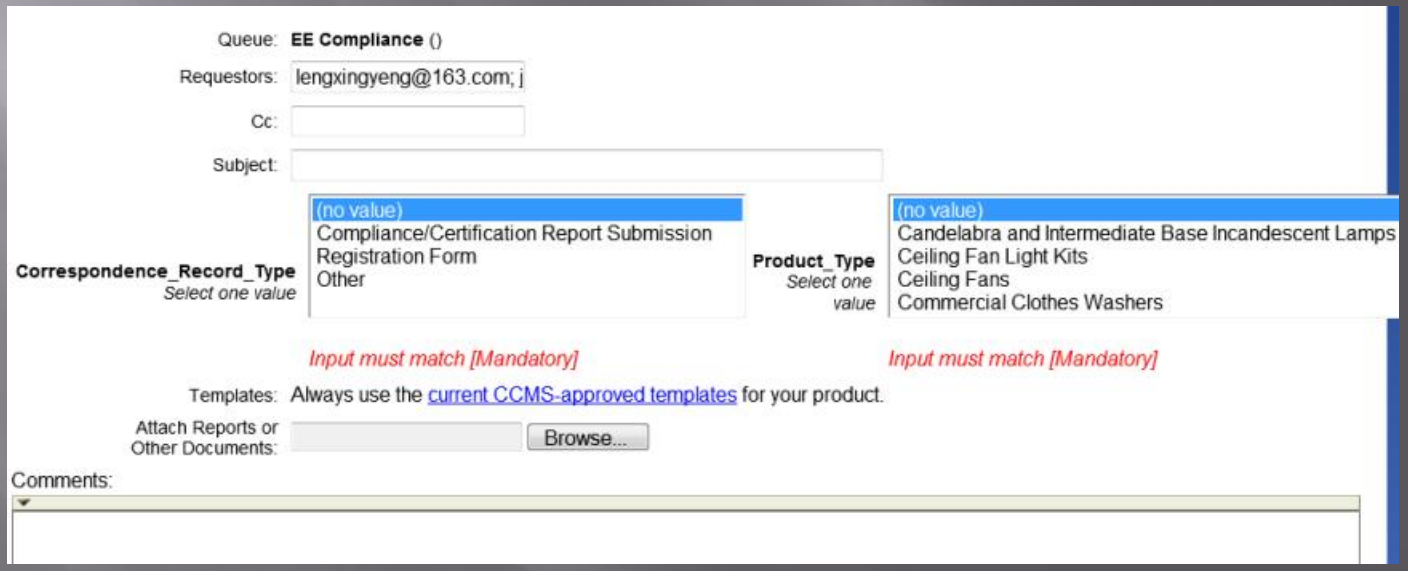
# CCMS

- To submit a report choose **New Submission**



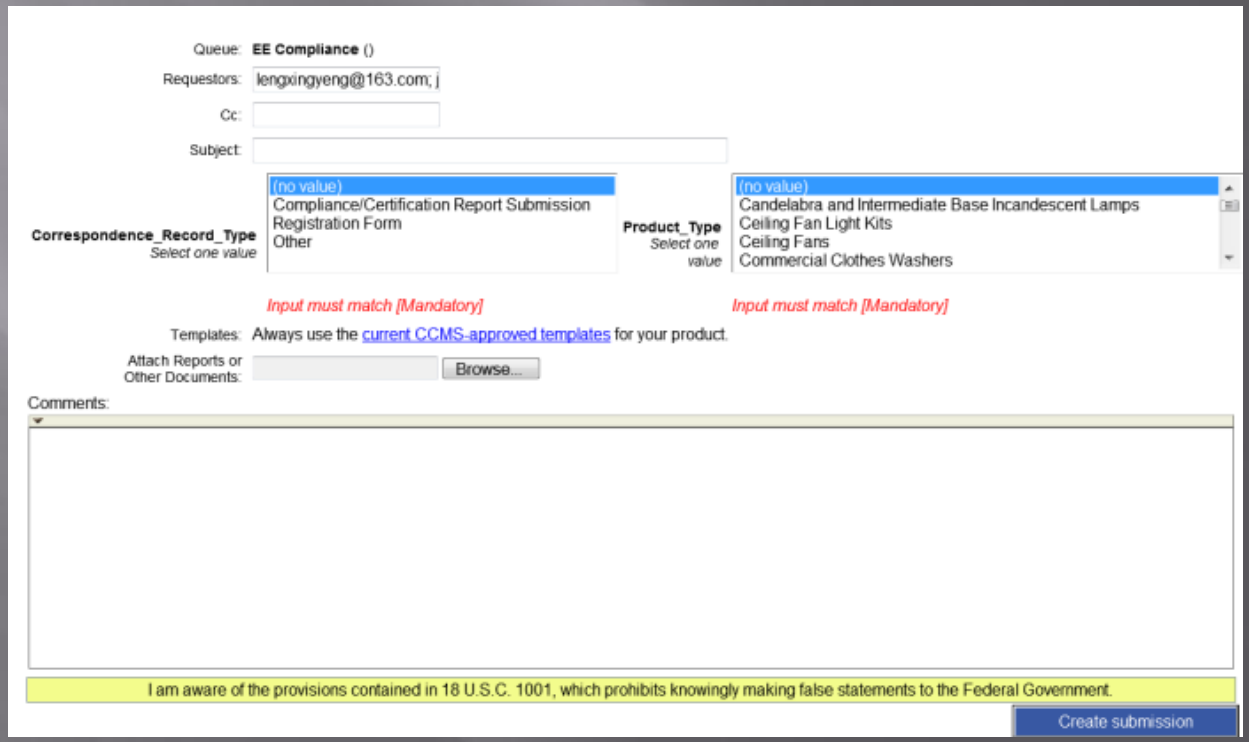
# Create Submission – Submit Report

- Type in Subject (ex. ABC Dishwasher Report 9-9-10)
- Choose the appropriate Record Type from the drop down list
- Choose the Product Type from the drop down list
- Browse your local drive, choose the completed CCMS approved template and click "Open" to upload
- Enter any necessary comments in the "Comment" entry box



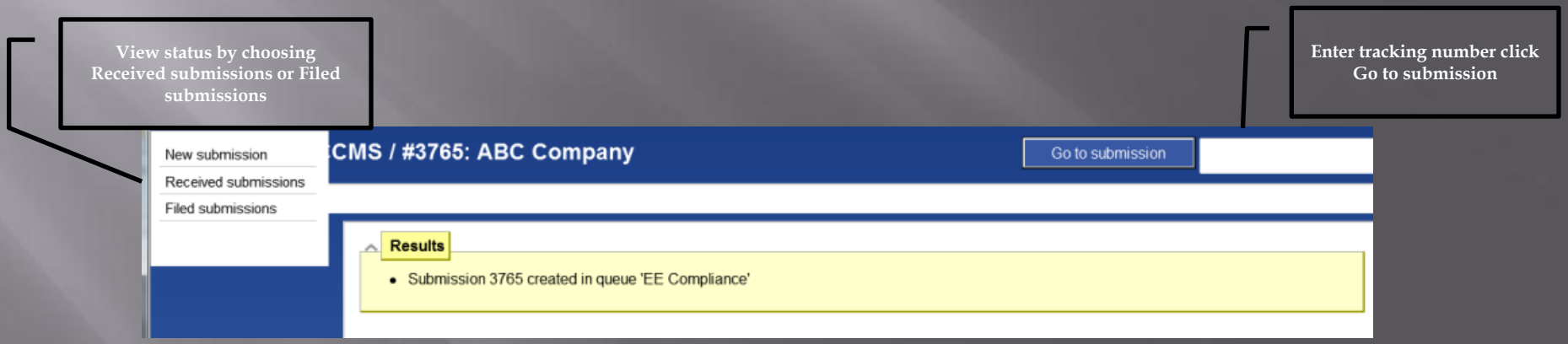
# Create Submission – Create Report

- Pay special attention to the awareness statement at the bottom, prior to clicking **Create Submission**
- Once all the fields are complete and your report has been attached, click **Create Submission** to submit your report



# Submission Verification

- All correctly submitted reports have a unique tracking number
- Retrieve and view status on your submission by choosing **Received submissions** or **Filed submissions**
- Find a specific submission by entering your tracking number and clicking **Go to submission**



# Questions ?

- Building Technologies Program
  - Ashley Armstrong
    (202) 586-6590
    ashley.armstrong@ee.doe.gov
  - Lucas Adin
    (202) 287-1317
    lucas.adin@ee.doe.gov
- CCMS Technical Support
  - Technical Support
    CCMS Administrator
    (505) 663-1302 ext 101
    ccms.support@ee.doe.gov